



FINAL
Guidelines and
Proposal Solicitation
Package for
Flood Emergency Response
Projects – Statewide
December 2014

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1 Background

In January 2005, Governor Schwarzenegger drew attention to the State's flood problem calling for improved maintenance, system rehabilitation, effective emergency response, and sustainable funding. In a white paper entitled *Flood Warnings: Responding to California's Flood Crisis*, the California Department of Water Resources (DWR) outlined the flood problems that California faces and offered specific recommendations for administrative action and legislative changes. The funding through Propositions 1E and 84 in November 2006 demonstrated the public's willingness to invest in integrated flood management solutions. Since that time, California has begun the long process of improving flood management systems. In 2006, DWR launched **FloodSAFE California**—a multi-faceted initiative to improve public safety through integrated flood management.

The FloodSAFE initiative includes five major categories of actions: Flood Management Planning, Floodplain Risk Management, Flood Risk Reduction Projects, Flood System Operations and Maintenance, and Flood Emergency Response. FloodSAFE actions are organized and managed as projects.

While DWR is leading the FloodSAFE initiative, its success depends on active participation from many key partnering agencies, including local emergency responders, reservoir operators, and many other local, State, and federal agencies. Improvements to the flood management system will exceed available State funding. Currently, most of the State's funds available to help implement the FloodSAFE initiative are provided by Propositions 1E and 84. The California legislature allocated proposition funds for specific purposes and regions, placing a high priority on improving flood protection and preparedness in the Central Valley and Delta.



FloodSAFE California

A multi-faceted program to improve public safety through integrated flood management

The need to improve public safety and achieve other benefits through integrated flood management is urgent due to more people living and working in flood-prone areas. Better understanding of flood system deficiencies and system improvements to remedy the deficiencies will improve flood management in California. While these flood system improvements will reduce the frequency of flooding, it is understood that a chance of flooding will always remain. As part of the FloodSAFE initiative, DWR has initiated a robust flood emergency response program to reduce the consequences of flooding when it occurs. The components of the flood emergency response include working with local emergency response agencies to improve planning, preparedness, readiness, and response to flood emergencies.

In December of 2012 DWR released the first round of the Flood Emergency Response Projects-Statewide grant which provided \$5 million of Proposition 84 funding. The funding was used by local flood first responders to implement and improve upon components of the flood emergency response program. The project components and distribution of funding amongst applicants is summarized the table below.

Lead Agency	Participating Agencies	Project Components	Awarded
Reclamation District 108	19	ER Plans, Multi-Agency Coordination, Training	\$1,209,000
Levee District 1	8	ER Plans, Generator	\$416,469
Yuba County OES	6	ER Plans, Comm. Equipment, Exercise	\$123,500
Reclamation District 784	6	Training, Flood Supplies, Generator	\$284,519
Ventura Watershed Protection District	7	ALERT 2 upgrade, Training	\$839,356
Sacramento County OES	5	ER Plans, Exercise, Sensor Upgrade	\$918,834
City of West Sacramento	7	ER Plans, Mapping	\$270,500
Merced County OES	6	ER Plans	\$91,183
City of Roseville	3	ER Plans, Mapping, ALERT 2 upgrade	\$195,290
City of Palo Alto	7	ALERT 2 upgrade	\$120,000
Yuba City Fire Department	3	Comm. Equipment	\$111,289
San Joaquin County OES	1	ER Plans, ALERT 2 upgrade	\$179,750
Contra Costa County Sheriff	1	Stream Gauges	\$206,500
San Bernardino Flood Control District	1	Comm. Equipment	\$33,810
California Geological Survey	2	Mapping	\$0
Sacramento Metro Fire Department	6	ER Plans	\$0

2 Introduction

DWR has initiated work with local agencies to improve flood emergency preparedness and response throughout California. An important component of the flood emergency preparedness and response is Local Flood Emergency Preparedness and Response Programs. These guidelines have been prepared to provide the framework for supporting the activities of local agencies, who are working with DWR and other agencies in improving flood emergency preparedness and response within their jurisdictions.

These guidelines have been prepared to provide:

- Clear guidelines and project solicitation materials to ensure accuracy and understanding for project proponents seeking grants;
- Publicly vetted guidelines to allow stakeholders an opportunity to provide input on program implementation; and
- Review and approval of submitted project applications by DWR management.

These guidelines are prepared for local flood emergency preparedness and response projects as described below.

2.1 Flood Emergency Response Program

The local agencies as *first responders* play a key role in management of the flood emergencies in their jurisdictions. To qualify for Federal Emergency Management Agency (FEMA) disaster funds, local agencies are required to prepare a Multi-Hazard Mitigation Plan, called an Emergency Action Plan (EAP), which includes planning for all potential emergencies in their jurisdictions. Generally, it is assumed that local agencies include flood emergencies in their EAP and have a plan and enough resources in place to address flood emergencies. However, local agencies, in most cases, do not have enough resources to effectively prepare and respond to major floods. A DWR assessment of the local agencies' flood response planning and their preparedness indicates that in most communities, local agencies' EAP may not have an effective flood response plan, nor do many agencies have enough resources to respond to potential flood emergencies. DWR recognizes that a coordinated flood emergency response throughout the State requires active engagement of the local emergency responders.

The purpose of this grant is to provide grant funding for local emergency responders to work with the DWR to improve local flood emergency preparedness and response. Under this grant program, the DWR will provide financial assistance through a grant agreement with participating agencies to ensure local agencies have a robust flood

emergency plan in place with adequate flood preparedness and response capacity and resources.

Additionally, this grant program can assist counties in the Sacramento-San Joaquin Valley (SSJV) to satisfy a requirement of the Central Valley Flood Protection Act of 2008. The act added California Water Code Section 9621, which requires counties in the Sacramento-San Joaquin Valley to collaborate with cities within their jurisdictions to develop flood emergency plans within twenty four (24) months of the adoption of the Central Valley Flood Protection Plan (CVFPP).

While emphasizing that emergency response plans include some specific required components, the approach will recognize that each community has a unique vulnerability to risks associated with high water or flooding that must be recognized by tailoring plans so that they accommodate local needs. The local EAP should contain a section describing the potential flood threats and what specific resources the local agency has committed to having in place to effectively respond to potential threats. During flood emergencies, when such resources are diminished (or close to diminished) and a flood emergency threat still remains, the local agency will request mutual aid, and eventually State assistance through State Office of Emergency Services (OES) or DWR.

To maximize cost recovery by State and local flood emergency response agencies, the Flood Emergency Response Program Grants require certification by applicant and partner agencies that they are National Incident Management System (NIMS) compliant.

2.2 Definitions and Acronyms

Agreement or Funding Agreement: An agreement entered into by a successful Applicant or Project sponsor and the State to provide funds for the Project.

Applicant: A California public agency, or joint powers agency consisting of more than one public agency that applies for funding, which has primary responsibility for flood emergency response and coordination within a specific geographic area.

CEQA: The California Environmental Quality Act.

Contractor: A contractor performing the project work for the Funding Recipient to be paid for with funds from an agreement executed pursuant to these *Guidelines*.

Corps or USACE: The United States Army Corps of Engineers.

Department or DWR: The Department of Water Resources.

Delta: The legal Sacramento- San Joaquin River Delta, as defined in Section 12220 of the California Water Code, including both primary and secondary zones.

Eligible Project Costs or Eligible Costs: The reasonable and necessary actual costs associated with implementing a project selected pursuant to these *Guidelines*.

Funding Recipient: A public agency in the Delta, duly organized, existing and acting pursuant to the laws thereof, which is the signatory to a Funding Agreement, and its successors and assigns, which has primary responsibility for flood emergency response and coordination within a specific geographic area.

Limit on State Funds: The maximum amount of State funds that will be expended on the Project, as set forth in the Funding Agreement.

National Incident Management System: National Incident Management System or NIMS is a system prescribed by Homeland Security Presidential Directive 5 to coordinate emergency preparedness and incident management among various federal, state, and local agencies. NIMS provides a uniform nationwide approach to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents no matter what the cause, size or complexity, including catastrophic acts of terrorism and disasters. It is a system that is commonly used in U.S. Federal agencies that also are required to use the NIMS system in domestic incident management and in support of state and local incident response and recovery activities.

Project: A project for work to be funded under these *Guidelines*.

Project Completion Report: A report prepared by the funding recipient certifying that the project is completed in compliance with scope of work, budget and schedule.

Project Description: The document each Applicant must provide with their application package that describes the proposed Project in detail.

Quarterly Progress Report: A report on the status of the Project offered on a quarterly basis.

Statement of Costs: A statement of Eligible Project Costs incurred each quarter, as further described in the Funding Agreement.

Scope of Work: After a project is selected and before a Project Funding Agreement is signed, the Applicant must develop a Scope of Work that provides detailed plans and information about how the Project will be implemented.

SEMS: Standardized Emergency Management System.

State: The State of California, acting by and through the Department of Water Resources.

Statement of Costs: A statement of incurred Eligible Project Costs.

3 Funding for this Grant

3.1 Funding Sources

Funding for this Grant Program will be provided through Proposition 84, The Safe Drinking Water, Water Quality & Supply, Flood Control, River & Coastal Bond Act of 2006 (Section 75032 of Chapter 3 of Division 43 of the Public Resources Code). DWR will provide up to \$5 million for the grant.

3.2 Application for Funding

Applicants for grant funding under the Program will file a complete grant application package with the Department. A maximum of \$5,000 will be allowed to develop and complete application packages. Only application packages that receive final approval will be reimbursed after project agreements have been fully executed. The Department will not revise the grant application package requirements during any period in which project proposals are being solicited. A sample grant application package is attached to this document (Section 10).

3.3 Program Competitive Grant

The Department is proposing to use Program funds for a competitive grant program that fulfills the intent of the Flood Emergency Planning, Preparedness and Response Program. The Department will apply these guidelines to applications for the competitive grant program and such applications will be evaluated by the criteria presented in these guidelines.

4 Activities Funded Under this Grant

This is a competitive grant program designed only for the implementation of the Flood Emergency Response Program exterior to the Legal Delta. Funding will be prioritized through three sequential steps: 1) Planning & Coordination, 2) Training & Exercises and 3) Facilities, Equipment, & Supplies. Planning & Coordination includes the development of a flood emergency plan and holds priority over steps 2 and 3. Applicants shall submit existing flood emergency plans to DWR for review with the application package. Plan submittal will determine if respective plans meet or do not meet Water Code 9650 requirements and will assist agencies with the development of application packages. These requirements can be found at:

http://www.water.ca.gov/floodmgmt/hafoo/fob/rass/Sample_Flood_Safety_Plan/legalreq.cfm.

Agencies with plans that do not meet Water Code 9650 criteria or are not NIMS compliant for cost recovery should apply for funding to develop or update their flood emergency plan and to complete NIMS training certification prior to any activities in steps 2 and 3. An example of a desired flood emergency plan template may be found within Appendix A of these guidelines.

Successful proposals can include work under all three steps. Contract agreements will be written such that funding will not be provided for steps 2 and 3 until Plan and NIMS cost recovery compliance work has been completed under step 1. Typical activities which may be funded under this grant program include those listed below.

4.1 Flood Emergency Response Program Activities: Three Step Approach

Step 1) Planning & Coordination – Local and multi-agency flood emergency response planning, coordination and communications.

- Preparing or updating the local flood emergency plan, levee safety plans and incorporating the plans into the local multi-hazard emergency response plan. Provide a comprehensive explanation of how the proposed project is consistent with the SEMS/NIMS framework, which was established to improve the flow of information and resources, as well as coordination, between responding agencies.
- Developing processes to effectively communicate and coordinate response to flood emergencies through DWR's Flood Operation Center, State OES, local operational areas and levee maintaining agencies. This may include the adoption and deployment of WebEOC or like tools for the collection and dissemination of flood information (static as well as real-time information).

- Planning, developing and implementing local and regional communication processes and resources. This includes but is not limited to multi-agency coordination, exchange of electronic information and data, cell and satellite phone systems, radio and HAM radio systems. Systems must be consistent with the current plans in place and those being implemented like the Delta Interoperability Communications Plan and consistent with California Statewide Communications Interoperability Plan (CalSCIP) goals. The purpose of the CalSCIP is to achieve the State's strategic goals and develop a statewide strategic planning framework for an innovative, inclusive, scalable, sustainable, and well-managed interoperability infrastructure that promotes national standards and is effective in addressing the unique urban and rural requirements of public safety first responders and designated public service organizations serving the citizens of California.
- Developing maps, information systems, resource management and decision support tools and processes needed to effectively respond to high water and flood emergencies.
- Training activities necessary to achieve certification of NIMS compliance for applicant and partner agencies.

Step 2) Training & Exercises – Flood emergency response training and exercises

- Coordinating, conducting, and participating in flood emergency response training, drills and exercises with DWR, neighboring jurisdictions, State agencies or federal agencies, including regional exercises.
- Coordinating, conducting and participating in flood emergency communication drills and exercises.

Step 3) Facilities, Equipment, & Supplies – Flood emergency response resources and facilities

- Acquiring or enhancing local and regional flood fight materials and supplies.
- Developing staging areas for use during high water or flood events based on flood emergency action plans, regional flood emergency action plans and Department emergency action plans.
- Developing flood emergency response facilities, including multi-agency flood incident management facilities.

- Developing flood fight material stockpiles to protect critical infrastructure.

4.2 Activities Not Funded Under this Grant:

The following are activities that will not be funded under this grant program. This is not an exhaustive list.

- Search and rescue planning, equipment and supplies.
- Flood control system improvements.
- Maintenance activities.
- Additional staff positions.

5 Guidelines for Funding

Below are general guidelines for applying for grant funding under the Flood Emergency Response Projects Statewide Grant Program. All applications must meet the following criteria to be considered eligible for funding.

5.1 Who is eligible to apply for Flood Emergency Response Projects

California public agencies with primary responsibility for flood emergency response and coordination are eligible to apply. "Primary responsibility for flood emergency response and coordination" applies only to counties, cities, flood control districts, reclamation districts and local maintaining agencies in California. The geographic scope of this grant is statewide with the exception of the legal Delta. The legal Delta region is not eligible for funding under these guidelines but is eligible for similar projects under separate grant guidelines.

Applicants must be willing to participate and work with DWR to actively improve local and regional flood emergency preparedness, response and recovery within their jurisdictions by working with DWR to plan and implement local and regional flood emergency planning, preparedness and response activities. Coordinated multi-agency applications must designate a lead agency that is a flood emergency first responder or Joint Powers Authority (JPA) that represents flood emergency first response agencies. The lead agency will apply for the grant. Additional participating agencies must be distinguished from the lead agency. All applicants will be screened to verify that they are flood first responders. The applicants, including the lead agency and all participating agencies on an application, must be compliant with the Local Maintaining Agency Annual Reporting requirement as stated in California Water Code section 9140.

5.2 Grant Requirements

Grantees will be required to comply with certain grant requirements. The requirements include, but are not limited to, those listed in sections 5.2 through 5.5.

- Before authorizing project work, applicants must complete the required environmental documents and permits, if applicable.
- Grantees are required to sign, as a part of the grant contract, indemnity provisions, labor compliance language, prevailing wages provisions and other grant requirements. Details of these provisions are discussed in this document.
- Grantees are required to prepare quarterly progress reports to ensure funds are utilized according to the approved project scope, schedule and budget.

- All expenses within a funded grant agreement must be supported with documentation, with reimbursements approved only for eligible expenses pursuant to program guidelines, and contained within the approved project budget.
- After the project is completed, an audit may be conducted to confirm that expenditures were made according to the established plan and achieved the desired outcome.
- Upon project completion, the grantee's project manager must verify that the project complies with all applicable current laws and regulations and submit documents verifying project completion, summarizing total project costs, and additional funding sources used, as applicable.
- Prior to approval of the final invoice by DWR, the local agency must submit a project completion report which includes a copy of all project deliverables.

5.3 Conflict of Interest and Confidentiality

Grantees will be subject to State and Federal conflict of interest laws. Failure to comply with these laws, including business and financial disclosure provisions, will result in the application being rejected and any subsequent contracts being declared void. Other legal action may also be taken. Applicable statutes include, but are not limited to, Government Code§ 1090, and Public Contract Code§§ 10410 and 10411.

Applicants should note that by submitting an application, they will waive their rights to the confidentiality of that application, though DWR staff will endeavor to keep all applications confidential until Project selection. After the projects are selected, all applications (those selected and those not selected) will be public documents.

5.4 Labor Compliance and Prevailing Wages Provisions

Grantees will be required to comply with all applicable California Labor Code requirements, including prevailing wage provisions. Grantees shall require their subcontractors and sub-grantees to comply with applicable California Labor Code requirements, including prevailing wage provisions. For contracts for public works projects awarded on or after January 1, 2012 that use funds derived from any state-issued public works bond, Grantees must also comply with the requirements of California Labor Code Section 1771.3.

The Grantee must provide the Department with evidence of labor compliance prior to the execution of the contract. If the Grantee believes that the Project is exempt from labor compliance requirements, the Grantee must provide the Department with written justification for the exemption, citing relevant sections of the Labor Code. It is the

responsibility of the Grantee, not the Department, to determine if all applicable California Labor Code requirements pertaining to the Project are satisfied.

5.5 Contract Indemnity Provisions

Grantees will agree to indemnify the State and its officers, agents, and employees against and to hold the same free and harmless from any and all claims, demands, damages, losses, costs, expenses, or liability due or incident to, either in whole or in part, and whether directly or indirectly, arising out of the project, including, without limitation, arising out of post-construction operation and maintenance.

6 Project Evaluation, Selection, and Public Review Process

This Section describes the process for project review, evaluation, and selection. The Department will review all timely submittals for completeness after grant applications are submitted. Grant applications that are not substantially complete will not be further reviewed. The Department may contact proponents of grant applications that are substantially complete but are missing some items for additional information.

1. The Program Grant Review Team will review the grant application package for completeness and for project eligibility.
2. The Program Grant Review Team will review each grant application and evaluate the subject project within 90 days of the application deadline or requested additional information, whichever is later. The Department may request that the applicant provide clarification of existing information to better evaluate the merits of the project.
3. The Grant Review Team will review each grant application for completeness considering:
 - a) All required application forms are submitted and complete.
 - b) An electronic application package has been submitted in PDF format.
 - c) Applications should not exceed 100 pages using Arial font size 12.
 - d) Application package includes documentation that the proposed project is consistent with all relevant Operational Area Plan(s).
 - e) If the proposed project includes communications equipment using state or federally designated interoperability spectrum, application packages includes documentation that the proposed project is consistent with the State OES Interoperability Plan and approved by CalSIEC by submitting the plan to California Statewide Interoperability Executive Committee (CALSIEC). Contact Mr. Michael Crews, at (916) 845-8602 or by email at michael.crews@calema.ca.gov for assistance. Otherwise, contact Ms. Carly Landry, at (916) 845-8637 or by email at carly.landry@calema.ca.gov for assistance.

4. The Grant Review Team will evaluate each grant application taking into consideration any relevance to Assembly Bill 685 (see Cal Water Code §106.3), The Human Right to Water. While it is unlikely that any application will impact areas addressed in the bill, due consideration will be given to each application's potential impacts on the safety, affordability, and accessibility of water. Any applications which pose a significant violation to this human right will be removed from consideration.
5. Although a funding match is not a requirement of this grant, fully or partially matched funds will be taken into account when determining the overall value of the project. Any matched funding amounts will need to be identified in the application package under Exhibit B – Project Budget.
6. The Grant Review Team will evaluate each grant application based on the following criteria which reflect and support FloodSAFE priorities. Criteria consist of items a-e below.
 - a) Provide a context component that answers the following questions.
 - i. What is the flood threat(s)? How critical is the threat? What alternative measures are available to manage flood risk? Is one of the agencies in the application a county in the Sacramento-San Joaquin Valley that must satisfy its obligation under the Central Valley Flood Protection Act of 2008 to collaborate with cities in its jurisdiction to develop flood emergency plans by July 2014?
 - ii. What is at risk? Provide estimates from commonly accepted source documents such as US Census data, County Hazard Mitigation Plan, etc.
 1. Geographic area – include map of project area
 2. Population
 3. Assets (critical infrastructure, structures, crops, etc.)
 - iii. What are the current deficiencies for local flood emergency response in this geographic area?
 - iv. After the project is completed, what are the deliverables to demonstrate that local flood emergency response in this geographic area is improved?

- b) Provide a detailed description of the proposed project and how the project will improve flood emergency preparedness and reduce flood risks and consequences, including one or more of the following three (3) identified step improvement areas:

Step One: Planning and Coordination

- i. Preparing or updating the local flood emergency plan, incorporating the plan into the local multi-hazard emergency response plan and ensuring coordination between the local flood emergency plan and the multi-hazard emergency response plan. Provide a comprehensive explanation of how the proposed project is consistent with the SEMS/NIMS framework, which was established to improve the flow of information and resources, as well as coordination, between responding agencies. How does the project strengthen and improve the SEMS/NIMS structure in the geographic area?
- ii. Developing processes to effectively communicate and coordinate response to flood emergencies through DWR's Flood Operation Center, State OES, local operational areas and levee maintaining agencies. This includes adoption and deployment of WebEOC or like tools for collecting and exchanging of flood information (static as well as real-time information).
- iii. Planning, developing and implementing local and regional communication processes; and conducting flood emergency communication drills and exercises which include but are not limited to the multi-agency coordination, exchange of electronic information and data, cell and satellite phone systems, radio systems, and HAM radio systems.
- iv. Developing maps, information systems, resource management and decision support tools and processes needed to effectively respond to high water and flood emergencies.
- v. Planning and training activities necessary to become NIMS cost recovery compliant.

Step Two: Training and Exercises

- vi. Coordinating, conducting and participating in flood emergency response training, drills and exercises with DWR, neighboring jurisdictions, State agencies and/or Federal agencies, including regional exercises.

- vii. Coordinating, conducting and participating in flood emergency communication drills and exercises.

Step Three: Facilities, Equipment, and Supplies

- viii. Acquiring or enhancing local and regional flood fight materials and supplies.
- ix. Developing staging areas for use during high water or flood event based on flood emergency action plan, regional flood emergency action plans and Department emergency action plans.
- x. Developing flood emergency response facilities, including multi-agency flood incident management facilities.
- xi. Develop flood fight material stockpiles to protect critical infrastructure.
- xii. Acquiring or enhancing local and regional flood fight materials and supplies.

- c) Provide an explanation of how the proposed project will improve and strengthen the operational area concept (local, county, State) in the project's geographic region. Include documentation from the County Emergency Manager stating that the proposed project is consistent with the county emergency plan. Documentation should include all counties in the project's jurisdiction.
 - d) Include documentation to establish the level of support for the proposed project. Documentation may include letters from unaffiliated grant application stakeholders including local, State and federal government agencies, public safety first responders, weather agencies, local maintaining agencies, reclamation districts, cities, special districts, et.al. in the geographic region. Participating grant applicants shall not write and submit letters of support. (See item six below).
 - e) Provide a regional quantity component: explain how the project will be used to support multi-agency, regional flood emergency response including itemizing all participating agencies.
7. Lead agencies shall submit a Lead Agency Resolution. Partner agencies shall submit a Partner Agency Letter of Commitment. Examples of both documents may be found within Appendix items A-4 and A-5.

8. If the requested funds for all qualified projects are more than available funds, the program manager may determine which projects could be implemented with reduced funding or could have later steps deferred based on program priorities, information provided in the application or additional discussion with the applicant.

After evaluations of the projects, the program manager will submit the recommendations to the Management Review Team for review. The Management Review Team consists of managers from the Department's Division of Flood Management. The Management Review Team shall make draft funding recommendations which will then be sent to DWR Executive Management for approval.

9. The Management Review Team may recommend one of the following:
 - a) Allocating any or all of the available funds to grants for projects on the list.
 - b) Holding over the remaining available funds for allocation in the subsequent funding years.
 - c) Allocating partial funding to one or more of the projects on the list currently being funded.
10. Projects not recommended for funding may be resubmitted at a later date if additional funding becomes available.
11. Upon approval of a project(s), the draft funding recommendations will be posted on the Program's website for public review and comment. The Department will provide a public comment period of four weeks in order to receive comments concerning the proposed project(s).
12. The Department will prepare a summary of comments received during the public comment period, and will make the summary of comments available on its website.
13. After consideration of the results of the public comments, if the project is still considered by the Department as a priority project for funding, Department staff will make recommendations for final funding awards and request director's approval.
14. Once final awards are approved by the director, Department staff will post the award amounts on the program website and begin the process of developing a funding agreement with the project applicant (grantee). The grantee and the Department must enter into a funding agreement before any funds will be disbursed.

7 Grant Administration

This Section describes the process that will occur once a project has been selected for funding. This includes the development and signing of a grant funding agreement.

1. Before the Department enters into a funding agreement (agreement) the grantee will submit a detailed work plan (based on the information provided for project evaluation) including a proposed scope of work, list of deliverables, budget, and project schedule satisfactory to the Department. The funding agreement will not be processed and executed until a detailed final work plan and associated documents are approved by the program manager. To assist the grantee in developing the detailed final work plan, the Department may meet with the grantee as needed. Grantees shall provide detailed cost estimates and quantities, billable hours, a revised timeframe with required completion durations, and other information as needed. Cost estimates shall include separated step funding with subtask amounts.
2. The agreement will be signed by the grantee. If a Department approved agreement is not signed by the grantee within six months of the date the grant is awarded, the grant may be withdrawn.
3. Although grant funds will be disbursed as provided in the agreement to reimburse costs incurred by the grantee, certain costs will not be reimbursed or paid until the following conditions are met:
 - a) For project activities that could affect the environment, the grantee complies with all applicable requirements of CEQA and other environmental laws.
 - b) For project activities requiring permits, the permits are obtained.
4. The Department may withhold up to 10 percent of each disbursement, as specified in the agreement, to ensure completion of the project. The retention will be paid upon submittal of the completion report by the grantee and approval by DWR.
5. The grantee will be required to keep informed of and take all measures necessary to ensure compliance with applicable California Labor Code requirements, including, but not limited to, Section 1720 et seq. of the California Labor Code regarding public works, limitations on use of volunteer labor (California Labor Code Section 1720.4), labor compliance programs (California Labor Code Section 1771.5) and payment of prevailing wages for work done under an agreement. Evidence of compliance shall be provided to DWR.

6. The agreement will state that payment will be made monthly or quarterly in arrears upon receipt of proper invoices and supporting documentation.
7. The grantee will provide a progress report to the Department, as a prerequisite to payment of each invoice. Progress reports will include the following:
 - a) Records of expenditures
 - b) Description of project activities since the previous report
 - c) Status of the project relative to the progress schedule
 - d) Key issues that must be resolved
 - e) Results of project monitoring

The first progress report shall be made at the end of the first complete calendar quarter after the date of execution. Progress reports will be submitted quarterly thereafter. The Department will monitor progress and may suspend all payments indefinitely if in the opinion of the Department's Chief of the Division of Flood Management it appears the grantee is in breach of the agreement to such an extent that ultimate achievement of project objectives may be significantly compromised. If payments are suspended, the grantee will be given three months to cure the breach or the Department may terminate the funding agreement. Decisions to suspend payments or agreement termination may be appealed to the Director of the Department.

8. Amendments to agreements shall require the approval of all parties. Amendments may address:
 - a) Change in schedule (e.g., time extension)
 - b) Change in scope of work
 - c) Change in total budget or transfer of funds between tasks that exceeds 10 percent of the Department approved budget for either task (less than 10 percent does not require a formal amendment but does require the Department's program manager's written approval).
 - d) Change to any of the agreement provisions
 - e) Change in parties to the agreement

9. The grantee will submit a written project completion report which will include:
 - a) All items required in Section 8 above
 - b) Photographs of the before-project and after-project conditions if applicable.
10. All grantees are subject to State and federal conflict of interest laws. Failure to comply with these laws, including business and financial disclosure provisions, will result in the application being rejected and any subsequent contract being declared void. Other legal action may also be taken. Applicable statutes include, but are not limited to, Government Code Section 1090, and Public Contract Code Sections 10410 and 10411, for State conflict of interest requirements.
11. Grantees will agree to indemnify, defend and hold and save the State free and harmless from any and all claims for damages arising out of or in connection with the planning, design, construction, operation, maintenance, repair, replacement, or rehabilitation of the project facilities and properties.

8 Audits and Record Keeping

1. All grantee records and documents pertaining to the grant will be maintained by the grantee until three years after the final payment of grant funds is made.
2. All grantee records and documents pertinent to the grant will be available for inspection and audit by the Department or other State representative during normal business hours while the project is active and for three years after final payment of grant funds.

9 How to Apply for this Grant

The application package will be considered complete and will be evaluated for funding once the applicant completes the following documents and submits three hard copies including an original signed hard copy and an electronic version (e.g. compact disc, flash drive, e-mail, etc...) to the DWR program manager:

- Application Cover Letter to DWR program manager
- A-1 Application Cover Sheet
- A-2 Applicant's Representatives
- A-3 Project Costs and Budget
- A-4 Lead Agency Resolution (if unavailable by application deadline, contact Program Manager for alternative arrangements)
- A-5 Partner Agency Letter of Commitment
- A-6 Applicant's Authority and Capability
- A-7 Environmental Information Form
- A-8 A checklist of the materials required for a complete application
- Exhibit A - Project Scope of Work (which includes a project schedule)
- Exhibit B - Project Budget
- Exhibit E - Maintenance Plan
- Existing Levee Safety Plan, Emergency Action Plan, or Multi-Hazard Mitigation Plan (if appropriate)

DWR Program Manager:

Mr. John Paasch, Branch Chief
Department of Water Resources
Hydrology and Flood Operations Office
Flood Operations Branch
3310 El Camino Avenue, Suite 200
Sacramento, CA 95821-9000
Contact Number: (916) 574-2167

Appendix A Sample Documents

ATTACHED ARE SAMPLES OF THE DOCUMENTS LISTED ABOVE

Sample Application Cover Letter

Date

Mr. John Paasch, Branch Chief
Department of Water Resources
Hydrology and Flood Operations Office
Flood Operations Branch
3310 El Camino Ave, Suite 200
Sacramento, CA 95821-9000

Subject: Grant Application for Delta Flood Emergency Response Projects Program

Dear Mr. Paasch:

XXX (Agency Name) herewith submits three hard copies and an electronic version of an application for a competitive grant in the amount of \$----- to plan, design, and implement Flood Emergency Response Project for xxx (location). This application additionally requests \$----- for reimbursement of the costs of preparing this application.

This application is pursuant to an authorizing resolution of the *Governing Body* of the xxx (Agency) dated _____. The application includes the following forms and support materials:

1. A-1 Application Cover Sheet
2. A-2 Applicant's Representatives
3. A-3 Project Costs and Budget
4. A-4 Lead Authorizing Resolution
5. A-5 Partner Agency Letter(s) of Commitment
6. A-6 Applicant's Authority and Capability
7. A-7 Environmental Information Form
8. A-8 Checklist of documents needed for a complete application
9. Exhibit A - Project Scope of Work (which includes a project schedule)
10. Exhibit B - Project Budget
11. Exhibit E - Maintenance Plan

12. Existing Levee Safety Plan, Emergency Action Plan, or Multi-Hazard Mitigation Plan (if appropriate)

The work plan, budget, and schedule for this application are being prepared by the xxxx agency in consultation with staff of Division of Flood Management, Hydrology and Flood Operation Office, Flood Operations Branch. We appreciate the help provided by DWR and your staff. Please call me at xxxx or email me at xxxx if you have any questions during your review.

Sincerely,

xxxxxx; Title
Department
Agency

Enclosure(s)

1. xxxx
2. xxxx
3. xxxx
4. xxxx

A-1
Application Cover Sheet

Part A-Organizational, financial, and legal information

State of California, The Natural Resources Agency, Department of Water Resources

Application for a Competitive Grant under Proposition 1E, Section 5096.821 of Chapter 1.699 of Division 5 of the Public Resources Code.

The AGENCY NAME
(Exact legal name of entity applying for the grant)

(Mailing address of local entity)

of the County of xxx, State of California, does hereby apply to the California Department of Water Resources for a grant in the amount of \$xxx plus \$xxx application costs for the planning and implementation of the following program under the:

(Specify project title)

By _____ Date _____, 2013
(Signature of authorized representative; see Section A-4)

(Print or type name of authorized representative)

Title

Telephone

Fax

E-mail

Mark as ATTACHMENT A-1

A-2

Applicant's Representatives

Project contact person:

Name:

Title:

Telephone:

Fax:

E-mail:

Alternate contact person:

Name:

Title:

Telephone:

Fax:

E-mail:

Type of Organization:

(County, City, Local Maintaining Agency, Flood control district, etc.)

For the geographic extent of the project:

California State Senator:

District No.:

California Assemblyperson:

District No.:

Attach the names and titles of agency officers.

Mark as ATTACHMENT A-2

A-3 Project Costs and Budget

1) PREPARE A PROPOSED ITEMIZED BUDGET

The project cost estimate should be broken down to reflect the detailed steps and subtasks identified in the Project task breakdown developed in Attachment B-1.

	Total	% of Grand Total	Grant Request
Step 1) Planning & Coordination:			
Task 1:			
Task 2:			
Step 2) Training & Exercises:			
Task 1:			
Task 2:			
Step 3) Facilities, Equipment, & Supplies			
Task 1:			
Task 2:			
Contingency			
Reimbursement			
Grand Total			

2) PROVIDE FINANCING INFORMATION ABOUT THE PROPOSED PROJECT (SEE BELOW)

Mark the itemized budget and financing
information as Attachment A-3

Total cost:

Amount to be funded under the DWR Flood Emergency Response Program:

Amount (if any) to be funded by the applicant and other partners:

Sources of funds from partner agencies for this Project:		
Source	Amount	Describe Status of Funds
Total: \$		

Mark as ATTACHMENT A-3

A-4
Lead Agency Resolution

RESOLUTION NO. XX

**A RESOLUTION OF THE GOVERNING BODY
OF THE XXXX AGENCY
AUTHORIZING
GRANT APPLICATION FOR
XXXX PROJECT**

WHEREAS, the *XXX agency* proposed to implement *xxx Project*; and

WHEREAS, the *XXX agency* intends to apply for grant funding from the California Department of Water Resources for the project costs;

NOW, THEREFORE, BE IT RESOLVED by the *Governing Body* of the *XXX agency* as follows:

1. That pursuant and subject to all of the terms and provisions of California Proposition 1E, Section 5096.821 of Chapter 1.699 of Division 5 of the Public Resources Code, application by this Agency be made to the California Department of Water Resources to obtain a grant for the *XXX Project*.
2. The *XXX agency* Manager is hereby authorized and directed to prepare the necessary data, make investigations, sign, and file such application with the California Department of Water Resources, and take such other actions as necessary or appropriate to obtain the grant funding.

PASSED AND ADOPTED by the *Governing Body* of the *XXX agency* on the ____ day of _____ 2013 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Chair, *Governing Body*

Attest:

Secretary

Mark as ATTACHMENT A-4

A-5
Partner Agency Letter of Commitment
Partner Agency Letterhead

Date

Mr. John Paasch, Chief
Flood Operations Branch
Division of Flood Management
Department of Water Resources
3310 El Camino Avenue Suite 200
Sacramento CA 95821

Re: Letter of Commitment for Flood Emergency Response Projects – Sacramento- San Joaquin River Delta Grant

Dear Mr. Paasch:

This letter is in reference to the **[Lead Agency]**'s application for the **[Name of Project]** project to receive funding under the Flood Emergency Response Projects – Delta Grant.

With this letter of commitment, **[Partner agency]** supports the project and commits to participating in the project by participating in meetings and workshops, providing available existing information from our agency, producing and/or reviewing deliverables to support the development and implementation of the project **(modify as needed)**.

For this project, our contact information is as follows:

Name
Title
Address
Phone
Email Address

We look forward to working with **[Lead Agency]** and the other local entities that will be part of the **[Name of Project]** project.

Sincerely,

[Partner Agency]

C: **Lead Agency**

Mark as ATTACHMENT A-5

A-6
Applicant's Authority and Capability

Have the applicant's attorney answer the following five questions pertaining specifically to this grant application. For each question, cite statutory authority or other references.

1. Does the applicant have the legal authority to enter into a grant contract with the State of California?

Cite the statutory authority under which the applicant may obtain funds for the purpose, amount, and duration requested.

2. What is the statutory authority under which the local public entity was formed and is authorized to operate?

3. Is the applicant required to hold an election before entering into a funding contract with the State?

_____ Yes _____ No

4. Will a funding agreement between the applicant and the State of California be subject to review and/or approval by other government agencies?

_____ Yes _____ No

(Signature of attorney representing the applicant)

(Applicant's name)

Mark as ATTACHMENT A-6

A-7 Environmental Information Form

Grantees are responsible for complying with all applicable laws and regulations for their projects, including the California Environmental Quality Act (Please see CEQA Process document in Appendix B). Work that is subject to the California Environmental Quality Act (CEQA) shall not proceed under this Agreement until documents that satisfy the CEQA process are received and approved by the Department of Water Resources. Such approval is fully discretionary and shall constitute a condition precedent to any work for which it is required. Once CEQA documentation has been completed, DWR will consider the environmental documents and decide whether to continue to fund the project or to require changes, alterations or other mitigation (see CEQA Process document in Appendix B for details)

Grant Recipient: _____

Project Manager: _____

Phone Number: _____

Address: _____

1. Is this project exempt from CEQA compliance? Yes ☐ No ☒ (If No - skip to #2)

If "yes," provide reasons for exemption. Cite the CEQA Article, Section and Title of the CEQA exemption, if appropriate.

CEQA statutory exemptions:

http://ceres.ca.gov/topic/env_law/ceqa/guidelines/art18.html

CEQA categorical exemptions:

http://ceres.ca.gov/topic/env_law/ceqa/guidelines/art19.html

Check appropriate box below:

☐ Lead Agency has already filed a Notice of Exemption (NOE) with the State Clearinghouse and/or County Clerk.

(Attach copy of NOE, receipt of payment of DFG fees, and, if applicable, a copy of Board Resolution)

☐ Lead Agency will file a NOE with the State Clearinghouse and/or County Clerk.

Provide estimated date: _____

☐ Lead Agency will NOT file a NOE with the State Clearinghouse and/or County Clerk.

If Lead Agency chooses not to file a NOE, sufficient documentation and information must be submitted to the Project Director, along with this form, to allow DWR to make its own CEQA findings.

2. If the project will require CEQA compliance, identify the Lead Agency.

CEQA Lead Agency: _____

3. Please check types of CEQA documents to be prepared:

☐ Initial Study

☐ Negative Declaration / Mitigated Negative Declaration

☐ Environmental Impact Report

4. Please describe the status of the CEQA documents, expected date of completion, and estimated cost, if requesting DWR funds relating to CEQA compliance:

Status: _____

Date of Completion: _____

Estimated Costs: _____

5. If the CEQA document has been completed, please provide the name of the document and the State Clearinghouse number if available. Submit two copies to the Program Manager.

6. Please list all environmental permits you must obtain to complete the project:

(Attach additional pages as necessary)

Type of Permit Required

Permitting Agency

7. This form was completed by:

Print or Type Name

Phone Number

Signature

Date

☐ DWR received environmental documents.

☐ DWR made findings.

A-8

Checklist of Materials Required for Application Completion

- ☐ Application cover letter
- ☐ A-1 Application Cover Sheet
- ☐ A-2 Applicant's Representatives
- ☐ A-3 Project Costs and Budget
- ☐ A-4 Lead Agency Resolution
- ☐ A-5 Partner Agency Letter(s) of Commitment
- ☐ A-6 Applicant's Authority and Capacity
- ☐ A-7 Environmental Information Form
- ☐ Exhibit A Project Scope of Work
- ☐ Exhibit B Project Budget
- ☐ Exhibit E Maintenance Plan
- ☐ Existing Flood Safety Plan, Emergency Action Plan, or Multi-Hazard Mitigation Plan (if appropriate)

Exhibit A

Project Scope of Work

This attachment will describe in detail the project concept and scope. It will discuss project deliverables, opportunities, and constraints. It will also present total costs and project completion date. This attachment will include a discussion of the following:

1. Introduction
2. Background
3. Description of the Proposed Project
 - a. Provide detailed description of proposed project and how the project will improve flood emergency preparedness and reduce flood risks and consequences.
 - b. Context component
 - c. Explanation of how the project will improve and strengthen the operational area concept.
 - d. Documentation to establish the level of support / opposition for the proposed project.
 - e. Regional quantity component: Explanation of how the project will be used to support multi-agency, regional flood emergency response including itemizing all participating agencies.
 - f. Provide an explanation of how the proposed project is consistent with the SEMS/NIMS framework.
 - g. Provide documentation that the proposed project is consistent with all relevant Operational Area Plan(s).
 - h. For communications projects, demonstrate that the proposed project is consistent with State OES Interoperability Plan, verified by a letter from the California Statewide Interoperability Executive Committee (CALSIEC).
 - i. Provide detailed description of how the completed project will be operated and maintained.
4. Detailed description of the Project tasks, subtasks, and deliverables. Each task shall have corresponding deliverables that provide evidence that the task has

been completed. All task and subtask numbering shall be consistent with the task and subtask number in the Project Schedule, as well as Exhibit B, Project Budget.

5. Project Opportunities and Constraints
6. Project Completion Date
7. Project Schedule (arranged by task in Gantt chart format)

Exhibit B

Project Budget

Task	Task Description	Qty/ Rate	Unit Cost	Cost Total	DWR Funding Amount	Match Funding Amount	Total Funding
1.1							
1.2							
1.3							
2.1							
2.2							
2.3							

-
-
-
-
-

Exhibit E

Maintenance Plan Outline

1. Resources & Procedure for Maintenance Plan

- a. Personal allocated to perform maintenance
- b. Required Equipment for maintenance
- c. Procedure
 - i. Description of maintenance procedures
 - ii. Frequency of maintenance procedures

2. Funding

- a. Approximant funding amount required for regular maintenance
- b. Reference budget location that accounts for cost of maintenance

Department of Water Resources

Local Flood Safety Plan Content and Format

- A. The Local Flood Safety Plan (FSP), also known as the Flood Emergency Plan, shall identify local levee conditions that require action, specify the actions to be taken, and designate responsibility for the specified actions. The local FSPs become a part of a larger set of a community's emergency management preparedness response plans to address a variety of other hazards. The activation of an FSP also utilizes the Standardized Emergency Management System (SEMS).

- B. Visit this site to view a sample FSP:

http://www.water.ca.gov/floodmgmt/hafoo/fob/rass/Sample_Flood_Safety_Plan/safetyplan.cfm

- C. All FSPs approved by grant review personnel shall contain the minimum content as follows. The format may be adjusted for consistency as required by State and local procedures.

1) **Title Page/Cover Sheet**

The document cover shall identify it as a FSP and specify the jurisdiction for which it is developed.

2) **Table of Contents**

The table of contents shall list all major items including flowcharts, maps, and tables.

3) **Introduction and Statement of Purpose**

The purpose and scope of the FSP shall be stated concisely.

4) **Organization and Assignment of Responsibilities**

A description of the roles and responsibilities of all parties involved with the activation of the FSP shall be included.

5) **Direction, Control, and Coordination**

The following area descriptions shall be included:

- a) Chief Executive
- b) Incident Commander
- c) Support Personnel
- d) Plan Activation
- e) SEMS Structure
- f) Public Notification
- g) Resources
- h) Disaster Intelligence
- i) Essential Services

6) **Communications**

Provide an overview of available communications systems.

7) **Administration, Finance, and Logistics**

Provide an overview of mutual aid, record keeping procedures, and facility/resource logistics

8) **Plan Development and Maintenance**

Identify the parties responsible for updating and maintaining the FSP on a regular basis.

9) **Authorities and References**

List all authorities responsible for planning, conducting, and/or supporting flood emergency operations.

10) **Appendices**

The following appendices shall be included:

- a) Communications Support
- b) Levee Patrol
- c) Flood Fight
- d) Evacuation
- e) Flood Water Removal

*Note: This document serves as a reference format for a local Flood Emergency Plan. Participating agencies who are applying for steps 2 & 3 will submit their most recent plan prior to the application period.

Appendix B Additional Reference Documents

**THE FOLLOWING DOCUMENTS HAVE BEEN ATTACHED TO PROVIDE
ADDITIONAL INFORMATION FOR THE APPLICANT**

Department of Water Resources
Financial Assistance Policy and Procedure
CEQA Process for Financial Assistance Programs

This Policy and Procedure (P&P) establishes the process that Department of Water Resources (DWR) Financial Assistance Programs must follow with regard to the California Environmental Quality Act (CEQA) processes, regardless of whether the programs are funded by bond funds or funds from other sources. The CEQA (Public Resources Code §§21000 *et seq.*) was adopted in 1970. Its basic purposes are to:

- Inform governmental decision makers and the public about the potential significant environmental effects of proposed activities;
- Identify ways that environmental damage can be avoided or significantly reduced; require changes in projects through the use of alternatives or mitigation measures when feasible; and
- Disclose to the public the reasons why a project was approved if significant environmental effects are involved.

CEQA applies to projects undertaken, funded, or requiring an issuance of a permit by a public agency. The analysis of a project required by CEQA usually takes the form of an Environmental Impact Report (EIR) or a Negative Declaration (ND).

A “project” means the whole of an action that has a potential for resulting in physical change to the environment, and is an activity that may be subject to several discretionary approvals by governmental agencies. A “project” may include construction activities, clearing or grading of land, improvements to existing structures, and activities or equipment involving the issuance of a permit.

A “lead agency” is the public agency that has the principal responsibility for carrying out or approving a project that is subject to CEQA. Frequently, a local government agency with jurisdiction over general land uses is the preferred public agency serving as lead agency. The lead agency is responsible for determining the appropriate environmental document, as well as its preparation. DWR may be a lead agency if it is issuing a permit or funding a project and there is not another public agency with more responsibility with regard to the project. DWR will seldom be the lead agency for projects funded by its financial assistance programs; instead, it acts as a responsible agency.

A “responsible agency” is a public agency with discretionary approval authority over all or portion of a CEQA project that is not a lead agency. As a responsible agency, DWR is available to the lead agency and project proponent for early consultation on a project to apprise them of applicable rules and regulations, and provide guidance on issues within its area of responsibility and expertise. As a responsible agency, DWR must make independent findings and decisions pursuant to CEQA.

A. General Protocols

All Financial Assistance Programs will follow the protocols below unless the program has received approval to follow other procedures from the Deputy Director overseeing the Program:

1. Some Financial Assistance Programs will require CEQA compliance before approval of the funding agreement or before disbursing funds. Others allow compliance after approval of the funding agreement and sometimes fund CEQA compliance.
2. All programs will use Attachment 1 *Environmental Information Form* to provide a record of CEQA compliance.
3. If CEQA compliance has not been completed prior to executing an agreement, the funding agreement must include *Agreement Language* which provides an opportunity for DWR to review the project after CEQA compliance is completed and to decide whether to continue to fund the project.
4. Findings must be completed on all projects that are subject to an NOD or EIR. Each project must be reviewed and findings made on a case by case basis.